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31 JUL 1963

MEMORANDUM FOR: Chief, Administrative Staff, OL

SUBJECT: Report of Objectives and Accomplishments

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*Accomp. 1*

1. The Logistics Services Division was activated during October 1962. This activation progressed in stages with the transfer of its elements from the various Divisions of the Office of Logistics during the period 22 October 1962 through 21 January 1963. All services planned to be performed by LSD are now components of the Division. The estimated Table of Organization strength [ ] is proving quite close to the required strength. The first months of operation of this Division is not really a true test of personnel requirements but it would appear that the strength of approximately [ ] including ceiling for the laborers now hired on a contract basis from Nationwide, may be adequate to satisfy manpower requirements. A revised Table of Organization will be prepared within the next ninety days. The Division is shaping an organization consisting of a Chief's Office and six Branches (Space, Facilities, Telephones, Mail and Courier, Local Transportation, and Building Services).

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2. Accomplishments of Logistics elements, now in LSD, for the period 1 July 1962 to 31 December 1962 were as follows:

- Accomp. 2*
- a. Preparation of space in South and relocation of Military Personnel and Insurance Branch from Alcott Hall.
  - b. Renovation and refurbishing of all Logistics Offices in Quarters Eye except Security/OL and RE&CD/OL.
  - c. Prepared 2200 Wing Alcott Hall for Technical Division/OS.
  - d. Constructed Briefing Room, 1037-1041 Alcott Hall for Technical Division/OS.

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h. Painted garage area on first floor and office area on [redacted]

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k. Install new gas fired hot water heater and copper risers and distribution pipes for TSD Photo Laboratory in 4100 Wing, South Building.

l. Installation of package type airconditioner in Mimeograph reproduction room [redacted]

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m. Connected DCI offices to emergency generator - East Building.

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n. Resurfaced roof of Quarters Eye and [redacted]

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o. Construction of dark room, [redacted]

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p. Modifications to boilers and heaters, [redacted]

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*after the aug*  
[redacted]  
r. Renovated and installed an ultrasonic alarm system in GE48 to GE58 area for relocation of DDP/RID Files.

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s. Installed approximately 470 feet of asphalt sidewalks along northwest perimeter of South Parking Lot and the east perimeter of the West Parking Lot.

t. Acoustical ceiling tile and power connections were made for IBM computers for ADPS in room GE0418A, Headquarters Building.

u. Furnished and installed three new telephone panels and corresponding two inch conduit to provide expansion possibilities for Director's telephone facilities on 7th floor, Headquarters Building.

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v. Furnished electrical power and installed floor and ceiling for pneumatic tube maintenance room in the basement, Headquarters Building.

w. Converted TFW Conference Room on ground floor to "situation type" secure conference room.

x. Furnished "Big Beam" emergency type lanterns to Guard posts (entrances, gates, etc.) at Headquarters Building.

y. A contract was prepared for service from the McLean Fire Department, Incorporated for ambulance service. This contract was delivered to the Fire Chief for signature.

*safe to release*  
z. The status report of space available and space required in the Headquarters Building was prepared along with requirements for space acquisition.

*Account of bus service*  
aa. Bus schedules have been adjusted to take care of the heavy traffic occasioned by Pay Day Friday passengers and safety hazards occasioned by the construction around North, East, Central and South Buildings.

bb. Waiting room facilities for couriers and chauffeurs were improved and reading material furnished.

*Account of food service*  
cc. Orientation lectures were given all GSA foreman.

dd. Auditorium was put in use and a central reservation point established.

ee. Furnished Commanding Officer and Deputy Commanding Officer for relocation point

ff. Table of Vehicle Allowances were established for the Mail and Courier Branch and the Local Transportation Branch.

gg. Arrangements made for Christmas Decorations at the new building.

*Account of*  
hh. Pneumatic tube and conveyor systems were prepared for operation.

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3. Major objectives to be undertaken for the period 1 January 1963 to 30 June 1963 are as follows:

obj - a. Relocation of OBI from Headquarters Building to Alcott Hall.

b. Relocation of Acquisitions Branch, Library Division, OCF from Arlington Towers to R&S Building.

c. Expansion of Language and Area School, OTR at Arlington Towers.

d. Relocation of Map Library, ORR, [redacted]

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e. Renovation of Credit Union, Headquarters Building.

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obj - f. Space survey of TSD.

g. Reallocation of all parking at Headquarters, Langley.

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h. Incinerator [redacted]

i. Relocation of TSD/OC [redacted]

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j. New fluorescent lights, PSD/OL - South Building.

k. Relocation of TSD from North to Central Building.

l. Air conditioning - Press Room, PSD - South.

m. Painting - Public space in Alcott Hall, Quarters Eye, [redacted]

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n. Widen vehicle door [redacted]

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o. Vehicle lift - [redacted]

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p. Space preparation - OBI, Alcott Hall.

q. Space preparation - OS, Alcott Hall.

r. Space preparation - ORR, Alcott Hall.

s. Painting - Public space, 1717 H Street.

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obj - / t. Inspection of approximately 500 coffee and hot plate installations. Inspections will be made on week-ends by Building Facilities Branch personnel.

obj - / u. Installation of a car pool locator system in the Headquarters Building.

v. Scheduling and completion of a power outage at the Headquarters Building to test and gain experience in the operation of the two 2000 KV emergency generators in the power house.

w. Install permanent stacks on both north and south incinerators at the Headquarters Building.

x. Modify power and exhaust system in OTR shop area, GJ06 Headquarters, to permit safe operation of paint spray booth and machines.

y. Receive \$22,500 worth of partial-height partitions, on order through GSA, and completion of outstanding work orders being held up because of lack of partitioning.

obj - / z. Complete installation of Director's Portrait Art Gallery in hallway on first floor, Headquarters Building.

obj - / aa. Equip the Mail and Courier Branch vehicles with two-way radios which will operate as part of the Passenger Vehicle Branch communication network.

obj - / bb. <sup>Discontinue</sup> Dispose of classified trash efficiently and economically.

cc. Provide additional power as required by the 100% expansion of Communication facilities at Headquarters.

obj - / dd. Improve the heating and cooling of the Headquarters Building.

obj - / ee. Obtain from GSA better support in the cleaning and maintaining of the building and grounds.

ff. Secure factual information on the total space requirements for the Agency. Make recommendations concerning the acquisition of additional buildings or construction to satisfy space requirements.

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[Redacted]

ii. Prepare plans for space required by the demolition of Quarters Eye, Alcott Hall [Redacted] Westout and North Building. Recommendations to be made as to new construction and leasing.

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[Redacted]

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Chief, Logistics Services Division

Distribution:

~~Orig.~~ & 2- Addressee

~~2-1~~ LSD (Official)

[Redacted] (31 Jan 63)

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